

**KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL & DRUG COUNSELORS**  
**BOARD MEETING MINUTES**  
**May 6, 2008**

A regular meeting of the Board of Certification of Alcohol and Drug Counselors was held at the Division of Occupations & Professions on May 6, 2008.

**MEMBERS PRESENT**

Terry L. Reams, Chair  
Todd F. Trumbore  
Kenneth A. Hemphill  
Patrick L. Whelan  
Geoffrey Wilson

**OCCUPATIONS & PROFESSIONS STAFF**

Gerald W. Hoppmann, Division Director  
Wendy Satterly, Supervisor

**MEMBERS ABSENT**

Martha Roberts Hardesty  
Theodore M. Godlaski

**OTHERS PRESENT**

Diane Fleming – Assistant Attorney General  
Jean Keen  
Mike Vance

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**CALL TO ORDER**

Mr. Reams, Chair called the meeting to order at 10:30 a.m.

**MINUTES**

A motion was made by Mr. Whelan to accept the minutes of the April 1, 2008 meeting as presented. Seconded by Mr. Trumbore, motion carried.

**FINANCIAL STATEMENT**

A motion was made by Mr. Hemphill to accept the financial statement as presented. Seconded by Mr. Whelan, motion carried.

**DIRECTOR'S REPORT**

Mr. Hoppmann presented for the Board's review a budget analysis by fiscal year through FY 2012. This projection included the current budget submission table through 2012 and a companion table to reflect an increase in fees through 2012, along with a table of the individual fees to be increased. The Board, by consensus, accepted in principle the fee increases. A motion was made by Mr. Trumbore to draft an amendment to the Fee regulation stating the fee for application for license is \$50, the fee for the comprehensive examination is \$150, and the fee for initial license is \$200 with the intent that these proposed fees would be effective January 1, 2009. Motion, seconded by Mr. Whelan, carried. Ms. Fleming agreed to draft the proposed amendments to the fee regulation.

Mr. Hoppmann also provided for the Board's review a schedule of upcoming trainings in June to be presented by the Office of the Attorney General for Board members and Board Administrators. These presentations will cover KRS Chapter 13B, related to Administrative Hearings, and KRS Chapter 61, related to Open Meeting and Open Records Law. Other trainings to be scheduled in the future are KRS Chapter 13A, related to the Administrative Regulation process, and Executive Branch Ethics training. A motion was made by Mr. Wilson to approve continuing education hours for Board members who attended each training. Motion, seconded by Mr. Whelan, carried.

**COMPLAINTS AND OTHER LEGAL MATTERS-MS. FLEMING**

Complaint #0601 - Ongoing  
Complaint #0602 - Ongoing  
Complaint #0702 - Ongoing  
Complaint #0704 - Ongoing

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Complaint #0706 – Ongoing  
Complaint #0801 – Ongoing  
Complaint #0802 – Ongoing

**OLD BUSINESS**

The Board reviewed the final draft of the regulations and asked staff to file the regulations with revisions.

The Board reviewed and noted correspondence from Clinton Hammack and the Board's response to Mr. Hammack.

The Board again reviewed the application for licensure for Jennifer Dunckley. After discussion, the Board determined that Ms. Dunckley did meet the requirements for licensure and asked that the application be included with the Application Review report for approval.

**NEW BUSINESS**

Mike Vance appeared before the Board and provided written highlights of the IC&RC Spring Meeting held at Cherry Hill, NJ. He reported on the state of ICRC, the Administrators Meeting, Certified Clinical Supervisor (CCS) status, AODA credential, and the overall general business and operations of IC&RC. The Board thanked Mr. Vance for his participation and report from the IC&RC meeting.

The Board reviewed and noted the IC&RC Candidate Guide for 2008, published by IC&RC.

A motion was made by Mr. Trumbore to approve payment of the IC&RC written examination invoice totaling \$515.00. Motion, seconded by Mr. Whelan, carried.

The Board discussed the Oral Exam Prep to be conducted at the Kentucky School. Mr. Trumbore informed the Board that he will be providing that training on behalf of the Board. Mr. Reams also reminded the Board that they would need to review nominations for Alcohol and Drug Counselor of the Year Award to be presented at the Kentucky School luncheon.

Mr. Hoppmann, at the Board's request gave an explanation of the current contract with the Kentucky Bureau of Investigation for investigative services. He also stated that the Board could hire by RFP, a Board investigator. A motion was made by Mr. Whelan to issue an RFP for a Board investigator along with the services of KBI for investigations. Motion, seconded by Mr. Wilson, carried. The Board will work with Mr. Hoppmann to draft the RFP.

The Board discussed supervision requirements. Mr. Reams appointed an Ad Hoc Committee to draft supervision requirements. The Committee will be comprised of Mr. Wilson, Chair, former Board members, Mike Vance and Jean Keen, with Ms. Fleming, Board counsel providing legal assistance.

**APPLICATION REVIEW**

A motion was made by Mr. Hemphill to accept the committee's recommendations regarding applications.

<b>Cecelia Claywell</b>	<b>Deferred</b>
<b>Luticia A. Whitfield</b>	<b>Deferred</b>
<b>Jennifer Dunckley</b>	<b>Approved</b>
<b>Lesley Middleton</b>	<b>Approved</b>

Seconded by Mr. Whelan, motion carried.

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**CONTINUING EDUCATION**

A motion was made by Mr. Whelan to accept the committee's recommendations regarding continuing education applications.

<b>Child Focus Training Center</b>	<b>Approved</b>	<b>5.5 hrs.</b>
<b>Kentucky Assoc. of Sexual Assault Programs, Inc</b>	<b>Approved</b>	<b>160 hrs.</b>

Seconded by Mr. Wilson, motion carried.

**TRAVEL**

A motion was made by Mr. Whelan to approve payment of travel and per diem expenses for eligible members. Seconded by Mr. Hemphill , motion carried.

**NEXT MEETING**

The next meeting is scheduled for June 3, 2008.

**ADJOURNMENT**

Being no further business to come before the Board, the meeting adjourned at 1:00 p.m.



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Approved